What Good Speakers, Writers, and Representers do During Speaking, Writing, and Representing

During Speaking, Writing, and Representing

Create Draft(s) and Experiment with Possible Product(s)

- What ways can I start?
- What do I need to add, expand, modify, change, condense, delete, or rearrange in my next draft?
- Is this the best approach for the chosen topic?

Reflect, Clarify, Self-monitor, Self-correct, and Use a Variety of "Fix-up" Strategies

- Does this mean what I want it to mean?
- How clear is the meaning?
- What are my strengths and what areas need improvement in this piece?
- What should I now add, change, delete, rearrange?

Confer with Others

- How do my peers and others respond to my drafts?
- What suggestions for improvement do they have?
- What do I need to add or change to create a quality text?
- Do others have suggested ideas and sources of information that I can include?

Experiment with Communication Features and Techniques

- How well do the communication variables (e.g., content, organization, purpose, audience, context) work together?
- How can I use different features to communicate my ideas more clearly and more effectively?

Use Language and Its Conventions to Construct Message

Pragmatic (audience, purpose, situation) Considerations

- For whom am I communicating this and for what purpose?
- What register and tone is appropriate?

Textual (form and organization) Considerations

- What form should this take?
- How should I arrange my ideas and sequence and connect them?
- Are all new paragraphs clearly identified?

Syntactical (sentence) Considerations

- Are my sentences clear? Complete? Interesting? Varied? Correct?

Semantic/Lexical (word) Considerations

- Did I choose the right words? Did I use the words correctly?

Graphophonic (sound-symbol connection) Considerations

- Did I spell each word correctly?
- Did I use punctuation to clarify meaning?

Other (visuals, audio clips, graphics) Considerations

- How can I make this more interesting? More effective? More vivid?
- Are my accompanying visuals, multimedia appropriate?
- Did I use legible handwriting or appropriate fonts, formatting, or props?

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